

Congratulations! You have successfully completed the Manicure course!

The examination packet contains information concerning the examination for which you have been scheduled. It is important that you review all of the information prior to the examination date.

You are required to bring a photographic identification card in order to be admitted into the exam facility. The identification card must be an official card, such as a drivers license or government issued identification card.

Tardiness or Cancellation

Please notify the examination proctor immediately, if you arrive late for the examination. Although it may not be possible for you to take the examination as scheduled, proper notification of your tardiness will help to avoid the penalty for non-appearance.

According to Rule 3.3, “Any applicant who fails to appear for a scheduled examination has one (1) week to provide written documentation justifying the non-appearance. If good cause is shown for the non-appearance, then the applicant may be rescheduled for examination. If good cause is not shown, an applicant may be rescheduled for examination up to one (1) year from the date of the first scheduled examination. Any applicant that habitually fails to appear for a scheduled examination may receive a time penalty at the discretion of the Director. All applicants rescheduling for examination will be required to submit the examination fee with the new application.”

You may cancel the examination by contacting the Board office at (501) 682-2168 no later than the Friday immediately preceding the examination for which you are scheduled. Written notice of your cancellation must follow your call that can be attached to your records.

Dress Code

There is a **dress code** for the examination that all candidates must follow. The dress code requires that all candidates wear a **solid white** lab coat or smock that is hip length or longer. In addition, all candidates must wear the following to avoid being dismissed for improper attire:

Shirt – must be **solid white**.

Pants/Skirt – must be **solid white** or **solid black**. If pants are worn, they must be shoe-top length. No shorts are allowed. If a skirt is worn, it must be knee-length. Ladies may wear a dress; however, it must be a **solid white, professional uniform dress** that is knee-length.

Shoes – must be **solid white** or **solid black** and they must be low-heeled and fully enclosed. The heel cannot be more than 1” in height and the toe and heel must be fully enclosed.

Mannequin

You will be required to bring a mannequin hand. Mannequin hands used during the examination cannot be mounted handstands. **No model will be allowed for any phase of the manicure examination.**

Anonymity - You may not give any personal information about yourself or make any comment concerning your instructor, school, or the training you received to an examiner. Except for medical purposes, you cannot wear any type of personal identification. Any item used for the practical exam that contains identifying marks, labels, etc., must be covered before you enter the exam facility.

Interpreter - If you require the assistance of an interpreter, you must contact the Board office immediately to obtain a list of the eligible interpreters who may provide this type of assistance. In addition, you are required to inform the Board office of the interpreter whose services you have retained, as a signed statement must be on file with the interpreter acknowledging his/her understanding of the rules concerning the assistance provided during the written and/or practical examination.

Special Accommodations - The special accommodations available for candidates are a reader or additional time. These accommodations are available for the written examination only. If you require special accommodations and have not notified the Board office, you must do so immediately as the Board office must prepare in advance for these requests.

Refreshment and Parking Areas - Candidates may not smoke, eat, drink, or chew gum in the exam area. There are public parking areas in close proximity of the building, as well as metered parking. However, you are encouraged to **not** park at the metered spaces, as you will not be excused during the examination to put money into them.

Examinations - The **practical examination** is one-hour and fifty minutes in length. The enclosed information bulletin states what procedures to perform, areas to be rated and maximum time allowed for each phase. It also contains a list of supplies you will need for the examination. The **written examination** is two (2) hours in length, **and it will include a state law test**. The questions have been extracted from both the law book and the rules/regulations, and they are focused on information you would need to know if you were beginning employment as a manicurist today. The goal of the law test is to force you to consider the legal requirements to which you will be held when working in this profession. You will not be allowed to carry any item into the examination room, except your identification.

Examination Results - The test materials are sent out-of-state for scoring; therefore, the results will not be available for approximately two (2) weeks. **You are encouraged to not contact the Board office for grade results, as this may delay our ability to post the grades in our computer.** Candidates that pass both examinations will be sent a license. These candidates would also be able to locate their information in the Roster on our Website at www.arkansas.gov/cos/, so you are encouraged to periodically check this out during the second week after your examination. Candidates that fail one or both examinations will be sent information concerning their scores to help them prepare for re-examination. All candidates that must retake any part of the examination will be eligible to do so upon filing another application and submitting the required examination fee.

Licensure - A current license will be issued to candidates that pass the examination, and it will expire on December 31st of each year thereafter. The license must be renewed prior to January 31st in order to remain active. Any licensee found working without a current license is subject to disciplinary action by the Board.

Failure to follow the rules outlined in the examination packet may result in your dismissal from the examination!